



CITY COUNCIL

Administrative Oversight and Land Use Committee

Monday, October 20, 2008
Meeting Report

Attendance: J. Waltman, M. Baez

Others Attending: S. Katzenmoyer, L. Kelleher, C. Younger, R. Hottenstein, C. Kanezo, T. McMahon

The meeting was called to order at 6:14 pm by J. Waltman.

I. Control/Oversight of Management Salaries

The Administration will begin attaching the position and salary of managers to the full-time position ordinance. Mr. Hottenstein will forward this information for the 2009 full-time position ordinance.

Mr. Waltman reviewed the Administrative Code. The Code notes that if a manager receives an increase of more than 3%, it must have Council approval. Mr. Hottenstein will follow the Code.

Mr. Fuhs questioned the salary raise pool line item. Mr. Hottenstein noted that each manager is awarded a raise based on merit. There is no guaranteed increase. It is estimated that managers will receive \$77,000 in raises in 2009. The possibility of management salary freezes has been discussed with department directors.

Ms. Goodman-Hinnershitz stated that this would be done for fiscal purposes only and is not a reflection of performance. Mr. Fuhs noted the business practice of eliminating managers first but if they are not eliminated, freezing pay increases.

Mr. Spencer questioned how often increases are given. He described a situation where a manager was awarded a 3% increase twice in the same year. Mr. Hottenstein reported that raises are given once per year.

Mr. Fuhs further noted that subscriptions, conferences, and raises are an estimated \$250,000 which should be looked at for cuts. Ms. Goodman-Hinnershitz noted that managers will be upset at these cuts but that conferences are not always productive ways to spend time and money.

Mr. Waltman reminded Council to review the summary of expenses and provide feedback.

Mr. Fuhs questioned if a team of managers has been assembled to recommend broad-based cost reductions. He indicated that this type of approach often makes difficult decisions easier. Mr. Hottenstein noted that it is not approached in that forum but that each department director reviews their own budget.

II. Standard Operating Procedure for Forced Entry Inspections

Mr. Waltman suggested that forced entry be avoided unless there is an immediate health or safety issue.

Mr. Fuhs reminded Council that his intention was to set up standard operating procedures for inspections involving search warrants.

Mr. Waltman reminded those present of his wish for higher fines and arrests. Mr. Younger noted that fines and arrests will be in litigation for approximately two years and that during this time, the inspection goes undone. Mr. Waltman reiterated that forced entry should not be used.

Ms. Goodman-Hinnershitz indicated that there should be decision points included in the procedure. She noted that if a warrant is issued, that the lowest amount of force of entry should be used. A locksmith was suggested.

Mr. Waltman noted his belief that the housing permit process will not be won with force. He again stated his hope for fines and criminal arrests.

Mr. Hottenstein noted that a Standard Operating Procedure will be prepared for the next meeting. He noted that many times health and safety issues cannot be detected from the exterior of the property.

The Administrative Oversight Committee adjourned at 6:40 p.m.

Respectfully Submitted by,

Shelly Katzenmoyer,
Deputy City Clerk